Thapar Institute of Engineering & Technology

Deemed to be University



Certificate to be given by employee

| I herel | y declare | that | | | |
|---------|-------------------------------------|---|-------------------------------------|---|-------------------|
| 1) | | • | | Leave Travel Concession in refour years from | • |
| 2) | me / my performe | wife with | child | oncession in respect of a jour ren. This claim is in respec children none of whom | ct of the journey |
| 3) | The jourr | ney has been performe | ed by me / my w | vife with children to declare | "Home Town" viz. |
| 4) | employed separatel years / fo | d in Government Serv y for himself / herself | ice and the con or any of the fa | vernment Service / That my cession has not been availe mily members for the conce | d to by him / her |
| | SN | Name | Age | Relationship to the claims | ent |
| | | | | | |
| Date: | | | | Signature of Employee : | |
| CONC | ERNED HEAD |): | | JOURNEY VERIFIED : | |

AFFIDAVIT

| 1 | S/o D/o W/o Shri | | | emplo | yed as |
|---|-----------------------------|-------------|-------------|----------------|--------|
| | | in | the | office | of |
| | do hereby solemnl | y affirm a | and declare | that the jour | ney in |
| respect of which L.T.C. for visiting | | is beir | ng claimed | vide my bill f | or the |
| period | were actually per | formed by | / me and/o | the members | of the |
| family as per details given in the L.T.C. Bil | I. | | | | |
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| | | | | DEPONE | NT |
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| | | | | | |
| v | ERIFICATIO | N | | | |
| Verified that the above facts are true to the | ne best of my knowledge and | d belief an | d the nothi | ng relevant ha | s been |
| concerned therein. | | | | | |
| | | | | | |
| | | | | | |
| PLACE : | | | | | |
| DATED : | | | | DEPONI | F N T |
| | | | | | |
| | | | | | |
| | | | | | |

Certificate To Be Given By TIET Employee

I hereby declare that

| | Department: |
|----|---|
| υa | Name: |
| Da | ted: Signature of Employee : |
| 6) | That my husband / wife is not employed in / that my husband / wife is employed in Government service and the concession has not been availed of by him/her separately for himself/herself or any of the family members for the concerned block of two years / four years. |
| 5) | The journey has been performed by me / my wife with children / children to the declared home town viz./place in India. |
| 4) | I have already drawn T.A. for the Leave Travel Concession in respect of journey performed by me in the year in respect of the block of two / four years from and This claim is in respect of the journey performed by me in the year This is against the concession admissible once every two years in a prescribed block for visiting home-town as all the members of my family are living away from my place of work. |
| 3) | I have not drawn T.A. for the Leave Travel Concession in respect of a journey performed by me / my wife with children. / children in respect of the block of two years / four years from and This claim is in respect of the journey performed by my wife / myself with children / children none of whom availed of the concession relating to that block. |
| 2) | I have already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me / my wife with children. This claim is in respect of the journey performed by my wife / myself with children / children none of whom travelled with the party on the earlier occasion. |
| 1) | I have not submitted any other claim so far for Leave Travel Concession in respect of myself or my family members in respect of the block of two years / four years from to |



Thapar Institute of Engineering & Technology

Deemed to be University

| NAME | DESIGNATION | DEPARTMENT | BASIC PAY | HEADQUARTER | CHARGEABLE HEAD |
|------|-------------|------------|-----------|-------------|-----------------|
| | | | | | |
| | | | | | |
| | | | | | |

PARTICULARS OF JOURNEY

| PURPOSE OF JOURNEY | | | | | | | | Journey & Local Expenses Verified | ıthority | | | | HORITY |
|--|-------------------|--|--|--|--|-------|---------------------------|-----------------------------------|----------------------------------|------------|-----------------|---|---|
| PURP | | | | | | | | Local Expe | /erifying Au | | APPROVED | | COMPETENT AUTHORITY (SEAL) |
| ANCE | AMT. | | | | | | r+B) Rs. | Journey 8 | Signature of Verifying Authority | | 1 | | COMPE |
| DAILY ALLOWANCE | RATE | | | | | | Grand Total (A+B) Rs. | | , | | | | |
| DAII | NO. OF DAYS | | | | | Rs. | Gran | | | | | | |
| KM TRAVELLED IF JOURNEY BY MEANS OTHER THAN BUS/RAIL | AMT. | | | | | | | | | ı | | | |
| KM TRAVELLED IF JOURNEY BY MEANS ITHER THAN BUS/RAI | RATE | | | | | Rs. | | | | FFICER | | | |
| KIN JOUI OTHE | KM | | | | | æ | | | mployee | INANCE O | FINANCE OFFICER | | |
| MODE | CONVE- | | | | | | | | Signature of Employee | 14 | | basis. | local |
| | TIME | | | | | | | | l <u>S</u> | | | to IAC. | sport for |
| ARRIVAL | DATE | | | | | | | | IJ | | | actual date s if claimed | class of transport for local |
| AR | STATION | | | | | TOTAL | TOTAL | Advance taken, if any Rs | (Rupees | AR (IAC) | | erse also. lays from the a inal & the bills | using higher cl r city. |
| | TIME | | | | | | | | .g. | | | on the rev vithin 15 c est in orig | ission for ity to othe |
| DEPARTURE | DATE | | | | | | | | stment fo | | | certified o the bill wi vel Reque or permis | ior permi |
| DEP | STATION | | | | | | Advance taken, if any Rs. | | or Payment/Adju | DBY | | Please fill the certified on the reverse also. Please submit the bill within 15 days from the actual date to IAC. Attach the Travel Request in original & the bills if claimed on actual basis. | iv. Please take prior permission for using higher conveyance from one city to other city. |
| 3 | | | | | | | Advance | | Passed fo | CHECKED BY | Note: | - = = | . <u>≥</u> |

Certificate for journey in Tour, Travelling Allowance etc.

I hereby declare that

Dated:

- 1) Certified that no part of amount of this TA/DA has been or will be claimed from any other source.
- 2) Certified that the tour has been under taken by me strictly on Institute Business and under proper authority and that I travelled by the shortest eligible route.
- 3) Certified that the details of timing or arrival and departure, the fares and other expenses charged, the distance shown and other information indicated in the bill are complete and correct to the best of my knowledge and belief.
- 4) Certified that I actually travelled by the class for which TA has been claimed and is supported by actual ticket/ticket number.
- 5) Certified that between stations connected by Railway viz. from ______ to _____, I performed journey by road/rail and travelled in Institute Car/ Private Car/Own Car, took a single seat in taxi or Omni bus.
- 6) Certified that I was not absent or on casual leave or otherwise out of campus during the period for which TA/DA has been claimed.
- 7) Certified that I was provided/not provided with boarding and lodging during this tour by any other agency.
- 8) Certified that the journey was performed by Purchasing return tickets at reduced rates and the fares claimed are only those actually paid (if travelled by AIR).

Signature of Employee:

| 9) | A brief report of tour is given below / attached. |
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| | Competent A | uthority for |
|--|-------------------|------------------|
| | Verifying Journey | Passing the Bill |
| For Deans, Head of Department/School/Centre & Registrar | Director | Dean, RPG |
| For Staff in Department/School/Centre/Unit | Head | Dean, RPG |
| For Deputy Registrar/Assistant Registrar | Registrar | Dean, RPG |
| For Teaching Assistant/JRF/SRF/Research Associates, TIFAC-CORE & DBT Staff | Head | Dean, R&SP |
| Dean, RPG | Director | Dean, R&SP |